

NORTHWEST WISCONSIN WORKFORCE INVESTMENT BOARD, INC. MEETING
Thursday, June 27, 2019 – 10:00 a.m.
Mulligan's Pub/Big Fish Golf Club – Hayward, WI
Meeting Minutes

Present

Jack Wichita
LeRoy Forslund
Jeff Muse
Chuck Gottschall
Shannon Stade
Bambi Pattermann
Dale Kelm
Mary Sills
Kelly Klein
Andy Donahue
Mary McPhetridge
Judy Aspling
Dawn Henk
Brian Nelson
Richard Nystrom
PC Rasmussen, Jr.
Jennifer Shearer

Excused

Mike BeBeau
Brad Gast
Tom Draghi
Ashley Moore
Cindy Rouzer
Jim Kehoe, Jr.
Mic Isham

Others Present

Mari Kay-Nabozny
Jenny Decker
Melissa Rabska
Mary Lois Bolka
Thomas Michels
Aaron Saarbacker

Call Meeting to Order

LeRoy Forslund called the meeting to order. Roll call was taken. Members present constituted a quorum. Jenny reported that the public meeting notice was published in two class A newspapers. Aaron Saarbacker, DWD Local Program Liaison and Thomas Michels, DWD Labor Market Analyst were introduced.

Approval of the 03/28/19, Meeting Minutes

The March 28, 2019, meeting minutes were reviewed.

Richard Nystrom made a motion to approve the 3/28/19, meeting minutes as presented.
Seconded by Jeff Muse. Vote taken, carried unanimously.

Consent Agenda (NWWIB, Inc. Sub-Committee Reports)

NWWIB & CEP Executive Committee Report

LeRoy Forslund and Mari Kay-Nabozny discussed the relevant topics from the last Executive Committee meeting. Mari noted the Executive Committee met on June 10th and most items will be discussed later on the agenda. There were three grants discussed at the Executive Committee, one was not submitted. Two grants were submitted for Compeer for the FCECoP and the EverGrow Childcare Center. Mari announced that Maryann Ledin, CEP/WIB Finance Director resigned to take a job at WITC. Mari

discussed options such as contracting finances of the organizations with WIPFLI. Mari discussed the LAWDS grant to bring more services to the library to better prepare them for working with job seekers without giving them more work. It's a \$3,000 grant.

Mari noted the Executive Committee did their annual review of all agency documents which Mari explained.

NWWIB Strategic Directions & Development (SDD) Committee Report

Mari reported that the SDD Committee met on May 21st and noted that report will be addressed later on in the agenda. Mari noted that ITAs were approved at this meeting, which she explained.

NWWIB One Stop Operator (OSO) Committee Report

Jack Wichita, OSO Committee Chairman reported that the OSO Committee met on May 21st. He reported that there will be a regional training referral program to explain partner programs to effectively help consumers. He discussed a new Veteran's program to help Vets get jobs in subsidized employment. Jack discussed the CEP and WITC financial literacy training program partnership.

NWWIB Youth Committee Report

Mary McPhetridge, Youth Committee Chair reported that the Youth Committee met on May 28th. Mary reported that the meeting focused on the Crex Meadows Camp, the Youthbuild program that CEP is running. Jeff Muse reported that one of the YouthBuild staff resigned for another job and they're doing interviews today to fill that position.

NWWIB/CEP Joint Conference Committee Report

LeRoy reported that the WIB/CEP Joint Conference Committee met on June 10th to discuss the performance evaluations of the WIB CEO and the CEP Executive Director which is done twice a year. This is a standing Committee of six people, three from the WIB and three from the CEP Board. LeRoy noted that the Committee was pleased with Jeff and Mari's performance and extended their contracts for one year.

Judy Aspling made a motion to approve the consent agenda. Seconded by Kelly Klein. Vote taken, carried unanimously.

Administrative Reports

Mari reminded the Board to fill out their Code of Standards and Conflict forms required by the state.

Job Center Customer Impact Report

Mari explained the Job Center report that was included in the packet for the month of May. Mari noted there's a slight increase of clients coming in with closures in Park Falls and Spooner. There were 701 total visits.

On-the-Job Training Reports

Mari discussed the OJT handout included in the meeting packet. This OJT report compared our area to OJTs done in other WDAs in the state for PY18. Some areas do it differently and don't emphasize on it as much, some areas with higher populations have more. She stated that a total of 15 CEP On-the-Job Training (OJT) contracts have been written since July 1st. Discussion took place about promoting OJTs more and how effective they are. LeRoy noted that DVR uses the OJT program as well. It was noted that DVR does not do OJTs nearly as much as they used to. It was noted that the subsidy could benefit a

smaller business more than a larger one that makes more money. Richard requested management to come back with a plan to advertise it more and try it for a year. Mari said there are other providers who can provide this service, and even CEP has a Youth Program that can help employers in hiring. Aaron Saarbacker of DWD also promoted work experiences, paid or unpaid. It was noted that OJTs do not count towards meeting performance measures for the state.

Richard Nystrom made a motion to refer the OJT topic to the WIB Strategic Directions and Development Committee to work on. Seconded by Jack Wichita. Vote taken, carried unanimously.

Dislocated Worker Report

Mari reported on the Dislocated Worker handout in the packet and discussed the closures on the report. She noted there are many retail based closures taking place and the Flambeau River Papers lay offs. There is a potential sale of the Flambeau River business. There are 187 workers there and the state WARN notice lists 65 at this time. The next Rapid Response meeting will take place July 8th but Flambeau Papers will retain some of the workers to keep operations moving ahead. There are a lot of unknowns at this time.

Regional Employment Report

Thomas Michels, DWD Labor Analyst explained the DWD Regional Employment report for the month of June, which was included in the meeting packet. He highlighted that the month to month unemployment rates are down. He noted that WDA #7 region rates went down compared to national levels. Rusk County unemployment went up. Northwest Wisconsin has the highest unemployment rates in the state but the 7th lowest in the country. These numbers are not seasonally adjusted. It was noted that there are many people retiring in the labor force.

NWWIB Strategic Plan Dashboard

Mari discussed the NWWIB Strategic Plan Dashboard that was included in the meeting packet. Mari discussed the metrics and the goals. She adjusted the mapping with MOUs and relationships with human service agencies that is being accomplished. Mari noted that WIOA funding is decreasing so we have to expand in other areas in terms of helping people.

Initiatives & Projects Review

Talent Attraction Discussion:

Mari reported on the WIB handout "By the Numbers" included in the packet that provides metrics on how well all the WIB initiatives are doing. Mari encouraged Board members to listen to the podcasts which are around 25 minutes long.

Public Relations Update

Melissa Rabska, WIB Communications Manager discussed the WIB Public Relations report included in the meeting packet. Melissa noted they're diversifying their presence with the media and received recognition for the Opioids Workshops they're doing.

WIB Strategic Plan 2020 Discussion

Mari discussed the survey link that was included on the agenda for Board members to complete. If Board members have not completed it online, there's a paper copy included in the meeting packet to complete. Mari noted we want to take a look at where we want to go and she wants to know from Board members where they want to go. It's a three year strategic plan. Mari asked that Board members

review the WIB Strategic Plan included in the meeting packet and provide any feedback to her that they may have.

EEO & Monitoring Update

Mari reported that DWD comes up on an annual basis to monitor programs and EEO compliance issues. She noted that David Duran of DWD has retired from his EEO position. She noted that WITC and NTC are working on their issues. CEP is working on their locations. We have a three-year plan. It was noted that there are not a lot of funds to make these fixes and landlords may not pay for them. In these cases, staff will be moved to a location that meets the criteria to meet with clients. Mari sits on a state Job Center Committee to look at the future of Job Centers, using mobile job units and placing more Job Centers in the corrections institutions. It was noted there is not much going on with regional consolidation, which Mari explained.

Action Item: Review/Approve Individual Training Account Applications (ITAs)

Mari noted that Sandy Lang, CEP Career Planner submitted an ITA for Dental Assistant Training at Lake Superior College in Duluth, MN.

Richard Nystrom made a motion to approve the ITAs as presented. Seconded by Kelly Klein. Vote taken, carried unanimously.

PY19 Preliminary Budget/Expenditure Update

Maryann Ledin, WIB/CEP Finance Director discussed the PY19 budget. Page one shows that WIOA funding took a 21% cut but we came out ahead with other grants that are allowing the agencies to expand and grow. She discussed operational and staffing costs noting staffing is increasing by \$143,000. There are three and a half new positions which she explained. There is a three percent increase for staff effective on July 1st. Maryann explained the costs with the software support conversion from server to the cloud. Board budgets have stayed the same. Maryann explained other grants and indirect costs. The whole budget is decreasing by \$156,000 for WIOA. Page three breaks down WIOA, other grants and indirect costs. WIOA is 48% of the total budget which she explained. Maryann discussed the other grants such as Transitional Jobs, EverGrow, FSET, Youth Apprenticeship, YouthBuild, etc. Maryann discussed the carryover page and where we're spent. She discussed the budget summary. Maryann discussed the pie graph page that shows an overall spending snapshot, noting it's a very healthy budget.

A motion was made by Jack Wichita to approve the PY9 preliminary budget as presented. Seconded by Dawn Henk. Vote taken, carried unanimously.

PY18 Internal Monitoring

Melissa discussed a memo summarizing the internal monitoring report. She has the full report if anyone is interested in reading the whole thing. Some things she highlighted were review of case files for the CEP Career Planners, EEO issues, fiscal issues which she explained. She noted that she met with the CEP Career Planners and went to the field to review files. CEP is working on doing corrective actions that will be taken care of by July 17th. There wasn't anything outstanding in the report.

A motion was made by Judy Aspling, and seconded by Brian Nelson to approve the PY18 Internal Monitoring report as presented. Vote taken, carried unanimously.

PY18 Performance Measures Report

Mari discussed the handout in the meeting packet on WIOA performance measures. She explained we're in quarter three. These measures include all mandated partners, not just CEP that affect the measures. Mari explained the measures we exceeded, met and failed. If we do not meet a performance measures two years in a row, the state will come in and provide technical support. Since we're in quarter three and failing a measure, we have another quarter to make this up.

Family Centered Employment Community of Practice (FCEOP)

Mari noted that in March, the WIB approved the FCEOP initiative. She explained how it works and noted they'll be hiring a part time staff to assist with this. Mari indicated and asked for approval from the NWWIB to pursue the Independent Living grant thru DCF. This grant covers our ten counties, plus Polk and Barron Counties. There will be competing proposals with Workforce Resources. Mari wants to pursue this despite competing with another agency. This was approved by the Board to pursue this grant proposal.

State & Federal Updates

Mari reported that the state of Wisconsin is losing three Workforce Board Directors in the state due to retirements. The WWDA is meeting this summer and we'll contract with them to provide services. WIOA is up to be reauthorized next year. NAWB does not believe it will happen this soon.

Comments & Announcements

None

Next Meeting Date & Location

The next meeting of the NWWIB, Inc. will take place on Thursday, September 26, 2019, at 10:00 a.m. at BW Paper Systems-MarquipWardUnited or at the call of the Chair.

Adjournment & Lunch

<p>A motion was made by Richard Nystrom to adjourn at 12:00 p.m. Seconded by Chuck Gottschall. Vote taken. carried unanimously.</p>
